**PHILIP MORRIS U.S.A.**

**INTEROFFICE CORRESPONDENCE**

**Richmond, Virginia**

**To:** Distribution **Date:** April 23, 1998

**From:** D. Trainer

**Subject:** **LIMS Team Meeting Minutes for 4/23/98**

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**Attendees:** C. Aments, S. Laffoon, R. Lipps, F. Logan, J. Sampson, D. Trainer, J. Wickham

**Business Conducted:**

- The RFP was sent April 20th, all vendors had received by 4/23/98.

- Jeff reviewed the RFP LIMS timeline. The following is the outcome:
  - 5/4/98 - three vendors are invited to attend an informational meeting to be held in A1 starting at 9:00AM. The morning session will comprise of questions and answers and a tour of the Phase 1 labs. In the afternoon the vendors will tour Phase 2 labs and review any issues that they have.
  - 5/20/98 - responses to the RFP are due from the vendors. Jeff will distribute responses to the Team.
  - 5/26/98 thru 5/28/98 - LIMS Team will review the responses.
  - 5/29/98 - LIMS Team will meet to discuss the vendor responses with Marty Goffman. Vendor(s) will be chosen to present a demo of their product. The ranking scheme will be reviewed with Marty.
  - 7/13/98 thru 7/16/98 - Vendor demos to be held in the R&D Lecture Hall. The assumption is that 2 vendors will be chosen to present a demo and each will last 2 days.
  - 7/17/98 - LIMS vendor selected.

- Robin stated that Bennie Good had contacted Susan Brown from Purchasing to ask how the process of getting an RFP to a purchase order could be expedited. Susan suggested that we send to either Nancy Sinclair or to Susan Brown a written scope of the LIMS. Robin concluded that the RFP would serve as such. Jeff will mail a copy to Nancy.

- Robin also stated that Bennie thought we should begin to prepare a job order (650). The 650 should be ready for Coy Saul to sign by the middle of May. Bennie will contact Ray to determine the course of action.

- The implementation Team for Phase 1 was discussed. The LIMS Team decided the following people would be essential as members: Chris Ament, R. Lipps, J. Sampson, D. Trainer, J. Wickham, Brian Kane, someone from David Self's group, and another person from Randy Greene's group.

**Action Items:**

- Jeff - Make preparations for vendor informational meeting and tours on 5/4/98.
- Jeff - Distribute vendor responses to RFP.
- Jeff - Mail copy of RFP to Nancy Sinclair.
- Jeff - Talk to Jane Lewis about assigning a person from David Self's group to the Phase 1 Implementation Team.
- Dornan - Talk to Randy Greene about assigning a person to the Phase 1 Implementation Team.

**Distribution:**

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|---|---|---|
| Bennie Good | John Wickham | Jeff Sampson |
| Chris Ament | Dornan Trainer | Robin Lipps |
| Felecia Logan | Edward Carmines | Susan Laffoon |

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